

CITY COMMISSION POLICY

Policy 13

March 4, 2003

Revised September 14, 2010

**Subject: Advisory Committee/Naming of Public Facilities
Including Honorary Over-Naming of City Streets**

It is the policy of the City of Wichita to name public facilities in accordance with their intended use and, where appropriate, to recognize distinguished citizens by naming public facilities/lands and property in their memory. The City may also “over-name” segments of residential streets to accomplish the same objective.

To assist in naming public facilities, a **Naming Advisory Committee** shall meet "as needed." Each City Council Member will nominate one (1) person to serve on the Committee. Appointees shall be residents of the City and at least 18 years of age. The appointees may be members of another City Board/Commission. For all Park facilities, the Park Board shall serve as the official Naming Committee.

The Committee shall be charged with receiving or developing nominations and formulating recommendations to the City Council. The Committee will disband upon assignment completion. However, for designated parks and property owned as park and open space lands, the Board of Park Commissioners shall serve in the capacity of the Naming Committee and follow the same guidelines and provisions of this policy, including submitting recommendations to the City Council for final review and determination.

1. All proposals for naming a facility, a park/open space, streets or other properties shall be referred in writing to the City Council, City Manager's Office, and/or the City Clerk's Office. All proposals shall describe the facility or property to be named, shall state the name being proposed and shall include reasons, qualifications and documentation in support of the person having a facility/property named after him/her or after an agency, business or organization.
2. Approval must be obtained from the proper authorities if naming federal or state property or facility.
3. The name used must not be duplicated and/or be confused with the names of existing facilities.
4. If the recommendation is a person's name, it may include only the name of a person or persons who are deceased.
5. The person being distinguished must be one who has made a significant contribution to the City and such person must have been primarily responsible for the existence or well-being of the facility.

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6. A child or young adult may be distinguished if his/her contribution to the development of the facility was substantial and the person is now deceased. Substantial contributions would include fund raising for over 50% of the facility's cost, supplying more than 50% of the labor for the facility's construction or providing at least one year of maintenance for the facility.
7. The selection of a name, if not a person's name, must be based on the function of the facility and the image of the name would project.
8. The naming of City-owned facilities shall not be limited to new facilities. Existing facilities may be renamed.
9. Segments of a City street may be 'over-named' by City Council action, after referral to the Mayor's Advisory Committee, in conformance with the conditions and requirements below:
 - Over-naming will be an honorary designation; no postal, map, or other addressing designations will be involved.
 - Only residential streets will be over-named. The consent of property owners or residents on the street segment to be over-named will NOT be required.
 - The street segment to be over-named should relate to the person being honored in some meaningful way.
 - Only one over-naming will be allowed on any given segment of City street.
 - Over-naming will consist of the addition of street name signs ('blades') which meet City of Wichita specifications to the existing street name posts at each end of the street segment, in a manner also specified by the City of Wichita.

INSTALLATION AND MAINTENANCE RESPONSIBILITIES FOR OVER-NAMED STREETS

- The individual or group which requests the over-naming will be responsible for having the appropriate number of blades made and attached to the City's posts by a private vendor. City staff will provide the specifications and the names of qualified vendors to the group or individual which is sponsoring the over-naming.
- Installed blades that do not conform to the request as approved by the City Council will be removed by City staff.
- In the event that an over-named sign blade is damaged or vandalized, the City will notify the sponsor/s of the need for replacement.
- The sponsor will be responsible for replacement of damaged and stolen blades, using the same specifications as for the original installation. If the sponsor does not replace damaged or stolen blades within 90 days of notification, the City Engineer is authorized to rescind the over-naming designation and cause any remaining blades carrying the same designation to be removed and retained by the City.
- Over-naming will be in effect for 20 years, after which time the request must be resubmitted for Council approval. Over-naming signs in good condition will not need to be replaced at the time of Council approval.

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City staff will notify the over-naming sponsor following approval by the City Council, to provide the specifications and vendor information identified above.

The City will retain responsibility for maintenance of the official City street name blades and the posts on which they are mounted, in accordance with the Manual on Uniform Traffic Control Devices (MUTCD). In the event that some future edition of the MUTCD shall prohibit or restrict the practice set out in this policy, the City will be responsible for adjusting and/or removing the over-naming signs as necessary to comply with the MUTCD.

OVER-NAMING REQUEST REQUIREMENTS

To request over-naming of a street segment, the sponsoring group or individual must submit a written request to the Mayor's Office, identifying:

- The blocks proposed for over-naming (such as, Porter from Pine to Murdock);
 - The name proposed for the over-name (such as, G. Fred Williams);
 - A brief statement of the person's contribution to the Quality of Life in Wichita;
 - How the requested location is relevant to the person being honored;
 - Some form of documentation of that person's death; and
 - Contact information for the sponsoring group/individual.
10. The Naming Advisory Committee shall review all proposals and forward recommendations to the City Council for final determination.
 11. Any waivers to this policy must be approved by the Mayor and City Council. A waiver may not be granted if the person's significant accomplishments for the betterment of the community cannot be identified.
 12. The City Council shall have the final authority for selection of an appropriate name upon recommendation of the Committee.